



EXCISE TAX BOOKS & RECORDS AUDITOR

This position will join a team of 6 to 8 revenue auditors who perform books and records audits of excise tax returns. Excise tax returns include motor vehicle fuel, alternate fuel, general aviation fuel, petroleum inspection fee, alcohol beverage, tobacco products and cigarette taxes. You will learn field audit functions and techniques, Wisconsin excise tax laws and procedures, refund claim procedures, and effective approaches to interacting with taxpayers. After the initial training period, auditors will work independently to complete audits. Audits are generally conducted at taxpayer or accounting offices.

Activities include:

- examining tax returns and refund claims for proper application of Wisconsin excise tax laws
- examining books and records of multiple years or periods for proper application of Wisconsin excise tax laws to accurately determine the correct tax liability
- receiving additional information from taxpayers when needed
- documenting your work using working papers and reports
- handling appeals and taxpayer contacts
- providing taxpayer assistance and education
- assisting with tax program updates and improvements
- participating in special projects and assignments, including quality improvement and ongoing training and development

To perform these activities successfully, books and records auditors will:

- effectively communicate, both written and verbally
- perform extensive research
- write technical documents
- attain technical knowledge related to audits
- know and understand policies and procedures to complete audit projects
- prioritize tasks, remain organized, and manage time effectively
- perform special assignments such as preparation or presentation of training seminars or participation on project teams that may cross section/bureau lines